Implementing Guidance for Eliminating Redundancy of Soldier Readiness Processing (SRP) Actions and Avoiding Duplication of Training at the Mobilization Station

1. REFERENCE. DA Message171736Z NOV 03, SUBJ: Soldier Readiness Processing and Checklist Policy.

2. PURPOSE. To promulgate clear guidance to Mobilization Station Commanders and Commanders of mobilizing Reserve Component Units on the standards and required documentation of SRP actions and Individual Training accomplished prior to arrival at the designated mobilization station.

3. GENERAL. It continues to be First Army policy that specific SRP and individual training tasks completed at home station will be accepted and not be re-executed upon unit's arrival at the mobilization station, providing such tasks were done to required standards for deployment and are properly documented. Proper acceptance of tasks completed at a unit's home station, either prior to or immediately after mobilization, will reduce the demand for scarce mobilization station resources and decrease the overall time required to prepare a unit for deployment.

4. SOLDIER READINESS PROCESSING. The company-level unit commander is responsible for SRP and mobilization processing requirements which identify and correct individual nondeployable conditions before unit mobilization and further ensures that nondeployable personnel are not mobilized and taken to the mobilization station. The completion of readiness processing and resolution of discrepancies will be certified on each soldier's DA Form 7425, Section I, part B, by the company-level unit commander. Instructions for SRP checklists are found in DA Pam 600-8-101, chap 4 and URL: http://www.armyg1.army.mil/default.asp?pageid=108f.

    a. References:

       (1) AR 600-8-101 http://www.usapa.army.mil/pubnum_pubs.asp?search=AR+600-8-101&submit1=Go

       (2) DA Pam 600-8-101 http://www.usapa.army.mil/pubnum_pubs.asp?search=PAM+600-8-101&submit1=Go

       (3) PPG http://www.armyg1.army.mil/default.asp?pageid=37f

    b. General:

       (1) The mobilization station will recognize and validate readiness actions completed by the unit. Mobilization station commanders will ensure that home station SRP was done to standard and was properly documented. To avoid redundancy, the mobilization station will only complete the readiness processing not finished by the unit at home station, including submission of eMILPO and PERSTEMPO transactions. The only exception is finance transactions, which will all be accomplished after unit arrival at the mobilization station.

(2) The individual medical readiness module in the medical protective system (MEDPROS) is the standard for tracking medical and dental readiness. All medical and dental readiness data will be put into MEDPROS at www.mods.army.mil while the unit is at home station. Access is granted through the website. The advance party, when applicable or company-level unit commander will hand carry a MEDPROS Medical Readiness Status Report dated within 24 hours of arrival to the mobilization station for validation (see attachment for sample report). If medical processing data is not entered into MEDPROS, but adequate documentation indicates that it was properly conducted, the mobilization station will take action to enter appropriate data into MEDPROS.

(3) The company-level unit commander will ensure individual deployment orders are published IAW PPG, dtd 28 October 2003. This includes the new guidance for orders to contain the following language, "You are relieved from your present Reserve Component status and are ordered to report for a period of active duty not to exceed 25 days for Mobilization processing..." Copies of all orders will be placed in the soldier's deployment packet.

(4) The unit will send all completed individual deployment packets to the mobilization station with the advance party. In addition, the unit will send a by-name listing of all discrepancies (any soldier with a "No Go" on the DA Form 7425) for SRP completion (see attachment for sample memo). If no discrepancies are noted and the unit has 100% deployable soldiers, the company-level unit commander will sign a memorandum indicating the unit is deployable and no SRP is required.

(5) Deployment packets for units and individuals will be prepared IAW PPG, Annex C. The unit will prepare two copies of the deployment packet. One packet will remain at the mobilization station, the other will be carried to the gaining unit/organization. The deployment packet will include the following:

(a) DA Form 7425, Readiness and Deployment Checklist.

(b) Deployment Orders (mobilization orders for USAR and ARNGUS personnel)

(c) DD Form 93, Record of Emergency Data.

(d) SGLV 8285, Request for Insurance (Service Members' Group Life Insurance) and SGLV 8286 (Service Members' Group Life Insurance Election and Certificate)

(e) DA Form 2A, Personnel Qualification Record and DA Form 2-1, Personnel Qualification

(f) DD Form 2766, Adult Preventive and Chronic Care Flow Sheet.

(g) Individual Medical Readiness Report.

(h) SF-601 or PHS Form 731, Shot Record.

(i) DD Form 2795, Pre-Deployment Health Assessment.

(j) DD Form 2796, Post-Deployment Health Assessment.

(k) MMRB/MDRB determination or documentation of waiver approval by MMRBCA for permanent 3 or 4 physical profiles.

(l) DA Form 4591-R completed Reenlistment Data Worksheet.

(m) DA form 3645, Organization Clothing and Individual Equipment Record.

(n) A memorandum from the losing unit security manager indicating security clearance and date.

(o) All previous copies of DD Form 214 (if applicable).

(p) SGLV 8286a, Family Coverage Election (married personnel)

(q) DA 3955, Change of Address Card.

(6) Although HQDA and FORSCOM have directed that units should arrive fully cross-leveled, some units may have cross-level personnel arriving at the mobilization station after unit in-processing. These individuals should bring their individual mobilization packets and be individually checked by the mobilization station to ensure SRP was conducted and properly documented at their home station. These records should then be integrated with their new unit of assignment.

5. TRAINING:

a. General. Company level unit commanders, or higher level commanders, may certify completion of individual and crew-served weapons qualification, Fiscal Year 2004 Common Task Training, and selected individual training outlined in paragraph c. below. Theater specific individual readiness tasks (TSIRT), Mission Essential Tasks, and Live Fire Exercises will be conducted during post-mobilization training.

b. References:

(1) DA Pamphlet 38-750 Standards in Weapons Training

(2) FORSCOM Message, dated 021135Z Oct 03, Subj: Change 2 to Training Guidance for Follow-on Forces Deploying ISO Operation Iraqi Freedom.

c. Outlined below is the required documentation:

TASK	DOCUMENTATION REQUIRED	DATE
Combat Lifesaver	Certificate of Training Completion Signed by a 91A or 91W or a Higher medical authority Annotated on DA Form 2-1	Within 6 months of MOBSTA arrival
CLS re-certification	Annotated on DA Form 2-1 w/date completed	Within 6 months of MOBSTA arrival
CTT, FY04	CTT score sheet per soldier and Co CDR MFR*	Completed after 01OCT03

NBC Tasks (not listed in CTT)	NBC Task score sheet** per soldier and Co CDR MFR	Within 6 months of MOBSTA arrival
First Aid Tasks (not listed in CTT)	Task score sheet** per soldier and Co CDR MFR	Within 6 months of MOBSTA arrival
Driver's License	DA Form 348 and SF Form 46	
HAZMAT	Stamped on DA348 and SF46	Within 10 months of MOBSTA arrival
HAZMAT recert.	and date of re-certification annotated on DA348	Within 10 months of MOBSTA arrival
Country cert.	Annotated on DA348 and SF46	Within 12 months of MOBSTA arrival

* Company level or higher commander MFR means that a memorandum for record must be provided for each soldier stating that the company commander validates these soldiers on those specific tasks. Unit rosters will not be accepted in lieu of individual score sheets as an enclosure to MFR. Each MFR must state clearly which tasks have been trained to standard.

**Units must develop these score sheets.

    d. All soldiers must be qualified to TRC A standards within appropriate CAT I or II designation in accordance with DA PAM 350-38 (Standards in Training Commission (STRAC)) on their respective individual and crew served weapons. First U.S. Army recognizes that units are only required to qualify to TRC C standards during pre-mobilization. Commanders who wish to avoid duplication for weapons qualification must provide proper documentation.

        (1) Qualification must be within 6 months of their deployment date.

        (2) Soldiers will be required to qualify on only those tables necessary to complete TRC A standards. For example, the standard for M16 qualification CAT II, TRC C is day record fire only. If soldier arrives at MOBSTA with proper documentation then he will not redo day record qualification but will complete NBC and unassisted night fire. If the soldier does not arrive with proper documentation then he will be required to conduct the entire qualification table.

        (3) Soldiers will qualify in individual battle gear to include kevlar and body armor.

        (4) Outlined below is the required documentation.

Weapon System	Form	Remarks
M16/M4	DA Form 3595-R	Battlesight zero annotated
M203	DA Form 2946-R	
M9	DA Form 88-R	Or ALT Qual DA Form 5704-R
M249 (AR)	DA Form 7304-R	
M2*	DA Form 7007-R	

M240B*	DA Form 85-R	
M60*	DA Form 85-R	
M249 (MG)*	DA Form 85-R	
MK19 *	FM 23-27, CH 5	Note: There is no Army standard score sheet.
AT-4	DA Form 7324-R	However, unit must provide a score sheet.

*Unit must provide a battle roster for soldiers assigned to crew served weapons designating primary crews by gunner and assistant gunner.

6. Theater specific individual readiness tasks (TSIRT), Mission Essential Tasks, and Live Fire Exercises will still be conducted during mobilization.

7. Equipment Processing. All equipment will be inspected upon arrival at the mobilization station to ensure it is fully mission capable and meets all directed criteria for deployment. Discrepancies will be corrected prior to deployment and will be noted for later reporting.

8. Mobilization Station Reporting Requirements. Mobilization stations are required to report the degree to which units completed directed pre-mobilization personnel processing (SRP) and individual training requirements. Reports will also include the extent to which units achieved deployment criteria for personnel and equipment prior to mobilization station arrival, to include HQDA and FORSCOM directed cross-leveling for personnel and equipment. Reports will be provided to the parent Regional Readiness Command (Army Reserve) or State Joint Force Headquarters (NG) and First U.S. Army G-3 (EOC).   A report format will be provided under separate cover.

9. First U.S. Army point of contact for SRP is Mr Mike Moseley, 404-469-7609, DSN 797-7609, email: Michael.Moseley@us.army.mil and for Training is LTC Phil Stemple, 404-469-7888, DSN 797-7888, email: Phillip.Stemple@us.army.mil.